

PMExpress Reminders

Distributor Orders

Distributor orders can be shipped as follows:

BULK ORDER: Each POS item of the kit will be packed separately. For example, if you order 500 Basic B1G1F kits in bulk, the distributor will receive the following:

500 shippers	500 posters
500 twin stick pads	500 danglers

Final assembly of the kits will be completed by the distributor.

PRE-KITTED / INCENTIVE BASED PROMOTIONS: Each of the POS items in a kit will be packed in pre-designated quantities to create individual kits. For example, if you order 500 MCS 3 Pack Cap kits, the distributor will receive 500 individual kits with the following in each:

1 display	2 danglers
30 caps	2 multi-purpose cards

PRE-KITTED / NON-INCENTIVE BASED PROMOTIONS: This type of kit will ship "Pre-kitted/Flat". These cannot be assembled by *PMExpress* before shipment to distributors. For example, if you order 500 Basic B1G1F kits pre-kitted, the distributor will receive 10 boxes with the following in each:

50 shippers	50 posters
50 twin stick pads	50 danglers

Final assembly of the kits needs to be completed by the distributor.

As a reminder, all lighter promotions must be shipped pre-kitted. For all other orders, you must specify bulk or pre-kitted.

Allocated, Free - Flow, and Open Ordering

Regular Allocation: The amount of a kit allocated exclusively to a specific PM territory.

Free-Flow Allocation: The amount of a kit allocated to either a unit, district, section or region. Any PM territory within these levels can access the allocation. Sales Personnel can check whether or not a kit is on free-flow by inquiring on allocation via the IVR system. If a kit is on free-flow, the IVR message will state the amount of allocation available to order and the territory number that the allocation is free-flowed from (e.g. "Component 76349 remaining allocation is 7...free-flowed from territory number 44-00-00". In this case, anyone in Section 44 would have access to this allocation).

Open Order: Kits that are on open order are not allocated to any PM territory. These kits are open for anyone to order based on available inventory at *PMExpress*. PM Sales Personnel can check available inventory by contacting *PMExpress* Customer Service.

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